



**CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS  
JOB OPPORTUNITY BULLETIN**

**STUDENT ASSISTANT (2 Positions) – Los Angeles**

<b>FINAL FILING DATE:</b> Until Filled	<b>POSITION:</b> 407-005-4870-901
<b>TENURE:</b> Limited to 1500 hrs per year	<b>TIME BASE:</b> Intermittent
<b>LOCATION OF POSITION:</b> Los Angeles	<b>SALARY RANGE:</b> \$8.41 - \$11.20 per hour *

\* Salary paid monthly

**DESCRIPTION:** Under the general supervision of the Examination Division's Deputy Commissioner, and guidance of Records Management staff, the Student Assistant will be responsible for administrative, analytical and records management support to the Records Management Program in the Examination and Credit Union Divisions of the Department.

**DUTIES/RESPONSIBILITIES:**

The Student Assistant's responsibilities include, but are not limited to:

1. Purging files, boxing documents, labeling boxes and/or preparing records/forms for recycling and confidential destruction.
2. Moving, stacking, packing/unpacking filled boxes of records, supplies, furniture and/or equipment.
3. Documenting records (boxed or purged), furniture or equipment inventory on hard copy documents or on a computer.
4. Develop, maintain, edit and/or review documents, spreadsheets, or databases in Word, Excel or other software.
5. Research and analyze information via the internet, intranet, annual reports, periodic bulletins and telephone for various purposes.
6. Prepare shipping forms and labels using computer programs, websites and/or typewriter.
7. Contact via telephone or email staff, vendors, other government agencies, etc. to gather or relay information.

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California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California State Government – An Equal Opportunity Employer – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in the public.

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8. Verbally communicate with staff, vendors and other state agencies to update information, confirm receipt of documents, items and equipment and/or notify recipients of delinquent forms.
9. Assist with office supply and furniture inventory.
10. Perform miscellaneous support duties, such as, typing, filing, photocopying, running errands etc.

The duties of the position involve the physical movement and storage of records and other equipment, bending, reaching and lifting up to 50 lbs. as required.

The position offers flexible hours, either part time or full time. The Los Angeles office is conveniently located near the Red Line and just minutes away from Union Station. Low cost parking and/or public transportation subsidies are provided.

#### **DESIRABLE QUALIFICATIONS:**

- Experience and proficiency in Microsoft Outlook, Word, and Excel.
- One-year clerical/administrative experience preferred.
- Accuracy, completeness, neatness, and detail-oriented in work.
- Ability to follow oral and written instructions and directions.
- Punctual, reliable, dependable, and trustworthy.
- Regular and consistent attendance.
- Good writing, verbal, interpersonal and organizational skills.
- Motivated, self starter, quick learner and worker.

**Who May Apply:** The minimum qualifications for this position are proof of ongoing enrollment as a student in an accredited college or university program.

#### **FILING INSTRUCTIONS:**

Complete a Standard State Applications (Std. 678) found on the State Personnel Board's website at [www.spb.ca.gov/jobs/index.htm](http://www.spb.ca.gov/jobs/index.htm)

Please mail the completed application (Std. 678) to:

**Department of Financial Institutions  
300 S. Spring Street, Suite 15513  
Los Angeles, California 90013**

**OR**

May send applications/resumes electronically to [LAStudentAsst@dfi.ca.gov](mailto:LAStudentAsst@dfi.ca.gov)

**For more information: Contact Jackie Stutz at (213) 897-2090 or [jstutz@dfi.ca.gov](mailto:jstutz@dfi.ca.gov) or Lykisha Curtis at (213) 897-2226 or [lcurtis@dfi.ca.gov](mailto:lcurtis@dfi.ca.gov).**